Job Description

Postgraduate Teaching Assistant (PGTA)

Grade: Grade 6

Department: UCL School of Slavonic and East European Studies

Location: London

Reports to:
Deputy Director & Head of Teaching Resources, with day-to-day work directed by the Module Leader

Context
The UCL School of Slavonic and East European Studies (SSEES) wishes to make a number of appointments for Postgraduate Teaching Assistants (PGTAs) for the 2024-25 academic year.

Main purpose of the job
The purpose of this job is to support teaching and learning in our modules, working with the academic Module Leaders through the delivery of small-group teaching.

The main duties of the post will include small-group class teaching, regular meetings with the Module Leader, running weekly office hours, providing feedback to students, and attendance reporting.

Additional appointments may be made to cover coursework assessment and/or examination marking.

PGTAs are expected to be present on the Bloomsbury campus during the terms for which teaching is allocated and during the examination period as required.

Duties and responsibilities:
This list is indicative not exhaustive.

- To act as a main point of contact for small-group class teaching for one or more modules.
- To design and prepare teaching material within the overall module framework, e.g. proactively planning delivery of teaching, generating material for tutorials, and liaising with other members of the module team to share best practice and ensure consistency.
- To teach methods and skills and material that students found particularly challenging in lectures, e.g. presenting model answers, or demonstrating techniques.
- To monitor students' attendance, returning data to the Education and Student Support Office in a timely manner.
- To monitor informally students' progress and achievement, informing the Module Leader if any problems arise.
- To provide ad-hoc feedback to students.
- To hold 1.5 hours per week of office hours for student enquiries and academic support for each module taught.
- To attend/review the weekly lectures for each module taught.
- To participate in regular meetings with the Module Leader(s) to discuss arising issues and problems.
- To assist the Module Leader in collecting and reviewing module feedback, if required.
- To participate in ad-hoc meetings organised by Module Leaders or the PGTA Administrator/Representative.
- To actively follow and promote UCL policies, including Equal Opportunities.
- To uphold confidentiality regarding students' performance, records, and marks.

- To undertake promptly all training required to support the role, including UCL mandatory training, and Arena One Gateway training.

For additional appointments relating to assessing coursework or examinations:

- To mark formative and/or summative student assessments in the teaching term and reasonably thereafter, providing ehigh-quality and effective feedback for students that is tailored to individual submissions and enables students to understand the mark awarded and how to improve in both this assessment and future work.
- To undertake all training required to support this role, including module-specific session(s) with the Module Leader and a general session with the Head of Education.
- To undertake examination marking duties (in Term 3) where a module is assessed through examination.

*To apply for a PGTA role, please complete the online application form, as well as sending an up-to-date **CV** to sseees.people@ucl.ac.uk.*

You should indicate in the application form which module(s) you are interested in being considered for (see list in the job advert).

For queries about the application process, please contact Madalina Rau, SSEES HR Officer, on sseees.people@ucl.ac.uk. For queries about the roles please contact the relevant Programme Area Coordinator / Module Leader (see list in the job advert).

Person specification

Criteria	Essential or Desirable
Qualifications, experience and knowledge	
Educated to Masters degree level (or having equivalent experience), in a field related to the module(s) being taught	E
Working towards a relevant postgraduate degree (PhD), ideally at UCL	E
High level of literacy and numeracy	E
Excellent working knowledge of online and digital tools, including Moodle, MS Office (Word, Excel, Outlook), Mentimeter, research tools, etc.	E
Expertise and specialist skills appropriate to the module(s) being taught	E
Skills and abilities	
Ability to communicate clearly, both orally and in writing, with students, academics and professional services staff at all levels	E
Excellent organisational and time management skills	E
Ability to be flexible and to respond to changing priorities in a busy environment	E
Ability to work independently for short periods and as part of a team, recognising when advice/input needs to be sought	E
A high level of accuracy and a keen attention to detail	E
Ability to tutor and support year 1 and 2 UG students in SSEES	D
Personal attributes	
Excellent people skills and the ability to build good relationships with colleagues, students and external partners	E
An enthusiasm for teaching	E
Willingness to undertake training relevant to and required by the role	E